



**STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES**

P.O. BOX 119  
HONOLULU, HAWAII 96810-0119

March 15, 2007

TO: Financial Officers

FROM: Wayne M. Horie, Accounting Division Administrator

SUBJECT: Treasury Deposit Receipt, SAFORM B-13

This is to inform departments that a revised Treasury Deposit Receipt, SAFORM B-13 will be implemented on May 1, 2007. The revised form will be available as an electronic (PDF) form and a multiple part (snap-out) form, which are discussed below in more detail.

Attached is a sample copy of the revised SAFORM B-13 with the changes described below:

1. Deleted the Date block, and enlarged the Depository's No. block to add the Date.
2. Changed revision date to May 1, 2007 (REVISED).

**Electronic SAFORM B-13**

The electronic SAFORM B-13 is a PDF document that is filled out using a computer and printed on a standard laser printer. Since the SAFORM B-13 is a multiple part form, it must be printed on special yellow carbonless paper. Departments wishing to use the electronic version will need to contact Kurt Muraoka at 586-0610 to purchase the special yellow carbonless paper.

There are two (2) electronic versions of the SAFORM B-13; a 4-part version and a 6-part version. The electronic SAFORM B-13 will be available at "Forms Central" on the State's web site (<http://hawaii.gov/forms>) starting May 1, 2007. Click on "View Internal Forms in the Database" and select:

[saform b-13 4-part \(05-01-07\).pdf](#) for the 4-part form; and

[saform b-13 6-part \(05-01-07\).pdf](#) for the 6-part form.

Both versions are designed to print the correct number of copies with the distribution information (Marginals) on the bottom of each page. You must use the yellow "PRINT" button on the top left corner of the form to properly print the form with the Marginals. The forms must be stapled together before submitting to B&F for processing.

**Multiple Part (Snap-out) SAFORM B-13**

To take advantage of volume pricing, the State Procurement Office will be soliciting bids for this form, as well as other snap-out, multiple part Standard Forms. However, the tentative schedule for delivery of these forms will be around December 2007. In the mean time, departments may continue to use the two (2) authorized versions of the SAFORM B-13:

July 1, 1996 version may be used until June 30, 2007; and

January 1, 2006 version may be used until June 30, 2008.

If any of these two (2) forms are submitted after the dates shown above, the Department of Budget and Finance (B&F) will not accept them for processing.

**Survey**

Being that the SAFORM B-13 was not included in the last Price List for Multiple Part (Snap-out) Standard Forms, some departments may be running low on forms. To assess the projected quantities needed for multiple part SAFORM B-13's and the special carbonless paper for the electronic SAFORM B-13, **all** departments and agencies are **required** to respond to the attached survey by **April 5, 2007**.

Should there be a significant number of departments requiring an additional supply of multiple part SAFORM B-13's before December 2007, the Systems Accounting Branch may proceed with a special solicitation to procure additional forms.

If you have any questions related to this memorandum, please call Kurt Muraoka at 586-0610.

**Attachments:**

- 1) Sample Treasury Deposit Receipt, SAFORM B-13
- 2) Survey

STATE OF HAWAII  
**TREASURY DEPOSIT RECEIPT**

[illegible]

REMARKS:	TOTAL DEPOSIT			
	KINDS OF DEPOSIT			
	BANK DEPOSITS			
	ELECTRONIC FUNDS TRANSFER			
	CREDIT CARD PROCESSING			
	OTHERS			
	TOTAL DEPOSIT			
	DISTRIBUTION COPIES  COPY #1 - STATE TREASURY COPY #2 - STATE COMPTROLLER COPY #3 - DEPARTMENT FISCAL OFFICE COPY #4 - DEPARTMENT FISCAL OFFICE (FOLLOW-UP COPY)			
			DEPARTMENT	
			SIGNATURE OF AUTHORIZED PERSON	
			RECEIPT OF DEPOSIT HEREBY ACKNOWLEDGED BY FINANCE DIVISION, DEPT. OF BUDGET & FINANCE	
			SIGNED	
			DEPOSITORY'S NO. <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">1</span> DATE	

**COPY #1 - STATE TREASURY**

# Treasury Deposit Receipt, SAFORM B-13

## SURVEY

Complete this survey and **return by April 5, 2007** to:

DAGS, Systems Accounting Branch  
ATTN: Kurt Muraoka  
FAX NO.: 586-0739

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ FAX No.: \_\_\_\_\_

### 1. Electronic (PDF) SAFORM B-13

- a. If your department will be using the electronic SAFORM B-13, estimate the number of forms your department anticipates generating per month:

4-Part \_\_\_\_\_ (Quantity)      6-Part \_\_\_\_\_ (Quantity)

- b. If your department will be using the electronic SAFORM B-13 and anticipates having an excess supply of multiple part SAFORM B-13's (January 1, 2006 version only), would your department consider selling the excess to another department? If so, please provide an estimate of the quantities that may be available:

4-Part \_\_\_\_\_ (Quantity)      6-Part \_\_\_\_\_ (Quantity)

### 2. Multiple Part (Snap-out) SAFORM B-13

- a. If your department will continue to use the multiple part SAFORM B-13, estimate the number of forms your department anticipates using per month:

4-Part \_\_\_\_\_ (Quantity)      6-Part \_\_\_\_\_ (Quantity)

- b. Based on your current supply of the January 1, 2006 version, when do you anticipate running out of forms? Remember that the July 1, 1996 version may only be used until June 30, 2007. The January 1, 2006 version may be used until June 30, 2008.

- c. If your department anticipates having an excess supply of multiple part SAFORM B-13's (January 1, 2006 version only), and would consider selling the excess to another department, please provide an estimate of the quantities that may be available:

4-Part \_\_\_\_\_ (Quantity)      6-Part \_\_\_\_\_ (Quantity)

If you have any questions related to this survey, please call Kurt Muraoka at 586-0610 or email Kurt.I.Muraoka@hawaii.gov.